



Secretariat

ST/IC/1997/44
23 July 1997

INFORMATION CIRCULAR*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: UNITED NATIONS GARAGE

1. The physical condition of the United Nations garage has deteriorated over the years, resulting in the need for extensive maintenance work to be undertaken in all three parking levels.
2. The necessary repairs in the garage will be undertaken in several phases and will take three years to complete. Consequently, there will be a reduction in the number of temporary parking permits and daily parking authorizations that can be issued. The first phase of construction is currently under way and will be completed by the end of August 1997.
3. Staff members who are currently authorized to park at the United Nations may encounter difficulties from time to time while the construction is taking place. Staff are requested to comply with the provisions of ST/AI/349 of 22 April 1988 entitled "United Nations garage", specifically ensuring that their vehicles are properly parked in the designated parking areas only. Parking in the aisles is strictly prohibited.
4. Garage users are requested to take note of paragraph 42 of ST/AI/349, which states that:

*Garage users who cannot find an empty parking bay after entering the garage must request the assistance of the Security Staff at the Security Cashier's booth on the third basement level in finding a place to park. Staff members may not presume to occupy spaces alongside other vehicles or park in certain areas where parking is not normally allowed without the written authorization from the Security Staff on duty. Any garage user who

* Expiration date of the present circular: 31 August 2000.

parks a vehicle in a 'No parking' zone, who blocks an aisle or a fire exit with a vehicle or who parks in two bays or on a parking level not authorized for staff parking will be liable for a fee of \$10."

5. Staff members should also note that while the 1B level and the southern end of the 2B level are reserved for delegates' parking, delegates may park their vehicles at other locations in the garage if the need arises.

6. Your cooperation during this construction period will be greatly appreciated.



Secretariat

ST/IC/1997/45
12 August 1997

ENGLISH ONLY

INFORMATION CIRCULAR*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: AFTER-SCHOOL RECREATION AND STUDY PROGRAMME FOR
UNITED NATIONS CHILDREN**

1. The After-School Recreation and Study Programme is open to 5- to 11-year-old children whose parents work at the United Nations. Conducted under the auspices of an independent Board of Trustees, the Programme offers arts and crafts, athletic activities, dance and creative movement, games and homework under the supervision of qualified staff.
2. Begun over 27 years ago to assist working parents who were not in a position to provide after-school care for their young children, the Programme enjoys limited subsidies which make it possible to open it up to parents at the cost of \$500 per child per semester. This fee represents only a part of the actual cost per child incurred by the Programme. Special family circumstances will be taken into consideration for those families with a net joint income below \$30,000. Depending upon the demand, further criteria may be established by the Board of Trustees.
3. The autumn 1997 semester will run from Monday to Friday, beginning Monday, 8 September 1997, from 3.15 p.m. to 6.15 p.m. Transportation will be provided from the United Nations International School building at 25th Street to the Secretariat building, 42nd Street and First Avenue entrance. Other arrangements will have to be made on an individual basis for children coming from other schools.

* Expiration date of the present information circular: 31 January 1998.

** Personnel Manual index No. 13000.



4. Interested parents are invited to complete the attached application form and return it no later than 27 August 1997 to room DC2-839.
5. Staff members are encouraged to enrol their children between the ages of 5 and 11 years in the Programme, in accordance with information circular ST/IC/86/21 of 2 April 1986. It is assumed that parents who do not choose to enrol their children are making other arrangements. If staff members require that their children meet them and remain for any length of time within any of the Secretariat buildings, the Administration suggests that parents ensure that their children respect the working areas of other staff and maintain the proper decorum.
6. For further information, please call extension 3.8730.
7. Note new premises: Dag Hammarskjöld Library, lower level, room SA-B-52.

APPLICATION FOR THE AFTER-SCHOOL RECREATION AND STUDY PROGRAMME
FOR UNITED NATIONS CHILDREN

Autumn semester 1997

Renewal

New application

INSTRUCTIONS: Please answer all questions. Write NONE when applicable.
Incomplete applications will not be accepted.

Child's name _____

Birth date _____ Sex _____ Grade _____

School currently attending _____ Location _____

Previously enrolled in After-School Recreation and Study Programme? Yes/No

Name of parent or guardian _____ Room _____ Ext. _____

Home address _____ Tel. _____

Grade and step _____ Education grant: Yes/No Nationality _____

Name of spouse _____

Does your spouse work in the United Nations or a specialized agency? Yes/No

If yes, please give grade and step _____ Education grant: Yes/No

Room _____ Ext. _____

If not, please give spouse's (a) Occupation _____

(b) Employer _____ Address _____ Tel. _____

Information on other dependent children:

	Child's name	Sex	Birth date	School	Location of school
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

/...

While the Programme, to the extent of its capability, is open to all United Nations parents, it is a subsidized programme established essentially for those working parents who are not in a position to provide after-school care for their young children. Therefore, all parents are expected to pay for each child \$500 per semester, which represents only part of the actual cost per child incurred by the Programme. Special family circumstances will, however, be taken into consideration for those families with a net joint income below \$30,000.

How many persons does your family salary provide for? _____

Is your net family income* above \$30,000? Yes/No

You may be asked to provide supporting information at a later date.

CERTIFICATION

I certify that the above information is correct and complete to the best of my knowledge and belief.

Date _____ Signature _____

Payment made to ASRSP is attached. This fee is non-refundable unless the Programme is discontinued. There will be a late fee of \$50.

The hours are from 3.15 p.m. to 6.15 p.m. Any early arrival must be supervised by the accompanying adult until 3.15 p.m. The Programme cannot assume responsibility for any child brought to its premises prior to the scheduled opening time. Children must be picked up at the latest at 6.15 p.m. Children will be asked to leave the Programme if parents fail to pick them up on time on two occasions. In such an event, there will be no refund of the fee.

* Net income is defined as salaries, post adjustment, as well as education grant, dependency, housing and any other allowances minus United Nations staff assessment and United Nations pension contribution.



Secretariat

ST/IC/1997/46
13 August 1997

INFORMATION CIRCULAR*

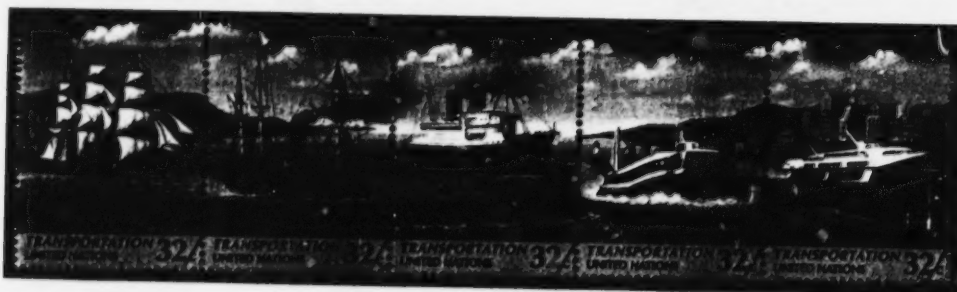
To: Members of delegations and staff

From: The Assistant Secretary-General for Central Support Services

Subject: FIRST DAY OF ISSUE: "TRANSPORTATION" STAMPS

Commemorative stamps

1. On Friday, 29 August 1997, the United Nations Postal Administration (UNPA) will issue a set of three commemorative stamps on the theme "Transportation" to commemorate the fiftieth anniversary of two United Nations regional commissions, the Economic Commission for Europe (ECE) and the Economic and Social Commission for Asia and the Pacific (ESCAP).
2. The stamps will be issued in sheets of 20 stamps, consisting of four horizontal se-tenant strips of five stamps each. The denominations will be 32 cents, 0.70 Swiss francs and 7 schillings. The se-tenant strips are the unit of sale. The stamps were designed by Michael Cockcroft (United Kingdom of Great Britain and Northern Ireland).



32 cents
(\$1.60 per se-tenant strip)

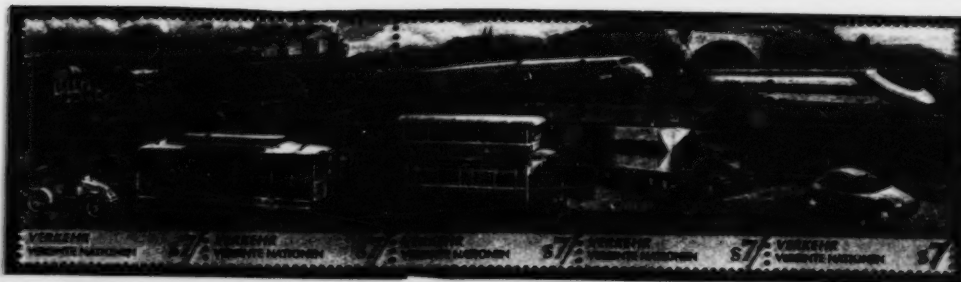
* Expiration date of the present information circular: 30 August 1997.





Sw F 0.70

(United States equivalent: \$2.43 per se-tenant strip,
subject to exchange rate fluctuation)



S 7

(United States equivalent: \$2.89 per se-tenant strip,
subject to exchange rate fluctuation)

General information

3. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first-day covers on the UNPA official first-day cachets only.
4. Members of delegations and the staff may obtain the new stamps and first-day covers on Friday, 29 August, at the following locations:
 - (a) The UNPA sales counter in the concourse of the General Assembly Building from 9 a.m. to 5.30 p.m.;
 - (b) The counter at the north end of the Secretariat lobby from 9 a.m. to 4 p.m.
5. First-day-of-issue cancellations can be obtained at the following temporary United States Postal Service substations:
 - (a) The counter outside the United Nations Bookstore in the concourse of the General Assembly Building from 9 a.m. to 5.30 p.m.;
 - (b) The counter along the west wall of the north end of the Secretariat North Lobby from 9 a.m. to 4 p.m.
6. Information on United Nations stamps can be accessed on the Internet at <http://www.un.org/Depts/UNPA>.



Secretariat

ST/IC/1997/47
13 August 1997

INFORMATION CIRCULAR*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1998 COMPETITIVE EXAMINATION FOR PROMOTION TO
THE PROFESSIONAL CATEGORY OF STAFF MEMBERS
FROM OTHER CATEGORIES

1. The purpose of the present information circular is to add the occupational group of engineering, architecture and related work to the list of occupational groups initially identified for the 1998 competitive examination for promotion to the Professional category in administrative instruction ST/AI/418 of 30 April 1997. The present circular sets forth the modalities and conditions under which General Service staff members may apply to take the 1998 competitive examination for promotion to the Professional category for the occupational group of engineering, architecture and related work.
2. The written examination for the 1998 competitive examination for promotion to the Professional category for the occupational group of engineering, architecture and related work will be held between 9 and 13 February 1998.
3. The format of the written and the oral examination for the occupational group of engineering, architecture and related work will be the same as the other occupational groups as outlined in paragraph 14 of administrative instruction ST/AI/418.
4. Owing to the special technical nature of the occupation of engineering, architecture and related work, staff members in the General Service and related categories, including the Field Service category up to and including the FS-5 level, may apply to take this examination if they meet the following entrance qualifications in addition to the eligibility requirements set forth in paragraphs 8 to 13 of administrative instruction ST/AI/418:

* Expiration date of the present information circular: 31 August 1998.

(a) At least five years of service in a post with functions directly related to the occupation of engineering, architecture and related work (short breaks in service may be allowed at the discretion of the Central Examination Board (CEB)); or

(b) Equivalent relevant studies.

5. Owing to the specific language requirements for the post, candidates will be required to demonstrate full proficiency in written and oral communication in French. In order to demonstrate such proficiency, candidates may elect to take the entire examination, both written and oral, in French. Alternatively, candidates may elect to take the entire examination in a working language of a regional commission other than French and sit for a qualifying language examination in French.

6. Qualified staff members may apply by completing the attached application and forwarding it by 19 September 1997 to: 1998 Competitive Examination for Promotion to the Professional Category; Occupational Group: Engineering, Architecture and Related Work, Examinations and Tests Section, Room S-2590A, Specialist Services Division, Office of Human Resources Management. It is essential that candidates insert at the end of section II of the application the following information: (a) an indication of full-time experience in the field of engineering, architecture and related work; and (b) a statement giving the duration of experience that is directly related to United Nations engineering, architecture and related work. The most recent performance appraisal form as well as copies of all university degrees must be attached to the application.

7. Incomplete applications will not be considered.

Please check below the occupational group (or groups, where applicable) for which you wish to take the examination.

ADMINISTRATION ☐ EDP ☐ FINANCE ☐
 POLITICAL AFFAIRS ☐ STATISTICS ☐ ENGINEERING/ARCHITECTURE ☐

Date of latest performance evaluation report (PER/PAS): Day Month Year b/

Please submit a copy of your latest performance evaluation report with your application.

Duty station: _____

Organizational unit: c/ _____

Department/Office: _____
 (write in full)

Room No.: _____ Telephone No.: _____

Home telephone No.: _____ (Because of time differences at duty stations away from Headquarters, candidates are requested to indicate their home telephone number in order to facilitate communications of an urgent nature.)

1. Have you applied to take previous G-to-P examination(s)? Yes ☐ No ☐

2. Were you convoked to sit for previous G-to-P examinations? No ☐

If 1980 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐ 1987 ☐ 1988 ☐
 yes,
 WHEN? 1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐ 1993 ☐ 1994 ☐ 1995/96 ☐ 1997 ☐

WHAT OCCUPATIONAL GROUP(S)?

If yes, did you actually take the examination? No ☐

Yes, 1980 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐ 1987 ☐ 1988 ☐
 in:
 1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐ 1993 ☐ 1994 ☐ 1995/96 ☐ 1997 ☐

a/ Usually appears on your monthly salary statement or grounds pass; if not, please contact your Personnel Officer to obtain your number.

b/ Must be within the normal reporting period of three years.

c/ Please select from this list: Headquarters, ECA, ECE, UNDRO, HR, UNOG, UNCTAD, UNOV, UNIC, ESCAP, ECLAC, ESCWA, UNTSO, UNMOGIP, UNIFIL, UNCHS or other (specify).

SECTION II. EDUCATION

List your qualifications at the secondary and post-secondary levels, indicating the certificate, diploma or degree received. ALL CANDIDATES, INCLUDING THOSE WHO HAVE APPLIED FOR OR TAKEN A PREVIOUS G-TO-P EXAMINATION, MUST FORWARD A COPY OF THEIR UNIVERSITY DEGREE OR DIPLOMA, INCLUDING, WHEN AVAILABLE, A COPY OF AN UP-TO-DATE UNIVERSITY TRANSCRIPT.

Written proof of post-secondary education MUST BE ATTACHED to this application. (Send photocopies, do not send any originals.) FAILURE TO PROVIDE PROOF WILL MEAN THAT THE APPLICATION WILL BE DISREGARDED.

CERTIFICATE, DIPLOMA OR DEGREE Exact title in original language. For work towards a degree, please list number of credits	INSTITUTION NAME PLACE COUNTRY	PERIOD OF STUDY		DESCRIPTION OF COURSES OR MAIN FIELD OF STUDY
		Month	Year	
Secondary studies		From:	19	
		To:	19	
Post-secondary studies		From:	19	
		To:	19	
		From:	19	
		To:	19	
		From:	19	
		To:	19	
		From:	19	
		To:	19	

If you need more space, attach additional pages.

SECTION III. LANGUAGES

If you have successfully passed a United Nations language proficiency examination (LPE), please indicate the year you obtained the certificate. If you did not pass the LPE, indicate your level of ability below, using the following code letters: A = fluently, B = quite easily, C = not easily.

If you are or have been enrolled in any language courses, please indicate the institution and the highest level completed or the diploma obtained.

Language	LPE year	Read	Understand	Speak	Write	Institution and diploma (period(s) of study)

SECTION IV. OCCUPATION(S) FOR WHICH YOU ARE APPLYING

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

Sex: F ☐ M ☐

Index No.: _____

Please check below the occupational group(s) for which you wish to take the examination. You may apply for no more than two occupational groups.

ADMINISTRATION ☐EDP ☐FINANCE ☐POLITICAL AFFAIRS ☐STATISTICS ☐ENGINEERING/ARCHITECTURE ☐

Indicate the language in which you wish to take the examination:

- (a) Written part, general paper,
sections 1 and 3

- (b) Written part, general paper,
section 2

- (c) Written part, specialized
paper

- (d) If you plan to take the
portion of the oral
examination dealing with
ability to communicate in a
working language of one of the
regional commissions other
than in English or French,
please indicate the language

(Write language
in full for
each part of
the examination
in appropriate
boxes.)

NOTE: CANDIDATES FOR ENGINEERING/ARCHITECTURE WILL BE REQUIRED TO DEMONSTRATE FULL PROFICIENCY IN WRITTEN AND ORAL COMMUNICATION IN FRENCH. THESE CANDIDATES MAY ELECT TO TAKE THE ENTIRE EXAMINATION, BOTH WRITTEN AND ORAL, IN FRENCH. ALTERNATIVELY, ENGINEERING/ARCHITECTURE CANDIDATES MAY ELECT TAKE THE ENTIRE EXAMINATION IN A WORKING LANGUAGE OF A REGIONAL COMMISSION OTHER THAN FRENCH AND SIT FOR A QUALIFYING LANGUAGE EXAMINATION IN FRENCH.

Main language
(Mother tongue)

Highest educational level:

High school ☐ Post-secondary ☐ BA ☐ MA ☐ Other (Ph.D., etc.) ☐

SECTION V. CERTIFICATION OF ACCURACY OF INFORMATION PROVIDED

Fully completed applications, together with proof of post-secondary education and of language ability (if you did not pass LPE or are not enrolled in a United Nations course), must be received by CEB NO LATER THAN 19 September 1997 in a sealed envelope marked CONFIDENTIAL, addressed to:

CENTRAL EXAMINATION BOARD SECRETARIAT
Office of Human Resources Management - Room S-2590A
United Nations Secretariat
New York, N.Y. 10017, USA
Fax: (212) 963-3683

For duty stations outside New York, please fax whenever possible. Where fax machine is not available, please use the United Nations pouch.

IMPORTANT: APPLICATIONS THAT ARE INCOMPLETE OR DO NOT INCLUDE ESSENTIAL INFORMATION MAY BE REJECTED.

I certify that the above information is correct to the best of my knowledge and I understand that any misrepresentation would lead to my elimination from the examination and to possible disciplinary action. I further understand that it is my responsibility to report immediately any changes in the above information to the Central Examination Board.

Date: _____ Signature: _____

List enclosures: _____



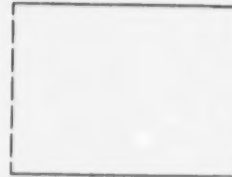
MOST RECENT PERFORMANCE EVALUATION REPORT

COMPETITIVE EXAMINATION FOR PROMOTION TO THE PROFESSIONAL
CATEGORY OF STAFF MEMBERS FROM OTHER CATEGORIES

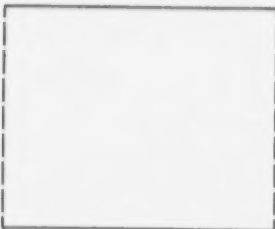
The information below will be used as your mailing label; please print or write legibly. YOU ARE RESPONSIBLE FOR IMMEDIATELY REPORTING TO THE SECRETARY OF CEB ANY SUBSEQUENT CHANGES IN DUTY STATION, EITHER PRIOR TO OR DURING THE EXAMINATION PROCESS.

CEB STAMP

Name _____
Office _____
Room No. _____
Duty station _____
Country _____



This portion will be returned to you as an acknowledgement of receipt of your application.





Secretariat

ST/IC/1997/48
13 August 1997

INFORMATION CIRCULAR*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: WORKING HOURS DURING THE FIFTY-SECOND SESSION
OF THE GENERAL ASSEMBLY**

1. During the fifty-second session of the General Assembly, the normal working hours per day will be eight and one half from Tuesday, 16 September 1997, until the last day of the main part of the regular session of the General Assembly.
2. Heads of departments or offices may authorize staggered working hours in accordance with administrative instruction ST/AI/408, provided it will not interfere with the efficiency of the Organization. Essential services must be maintained at all times to best meet the requirements of the General Assembly.
3. From the day following the last day of the main part of the fifty-second session of the General Assembly, the working hours per day will be eight, until further notice.

* Expiration date of the present information circular: 31 December 1997.

** Personnel Manual index No. 1230.

97-21678 (E) 140897



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Secretariat

ST/IC/1997/49
14 August 1997

INFORMATION CIRCULAR*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: UNITED NATIONS SABBATICAL LEAVE PROGRAMME FOR
THE YEAR 1998**

1. The purpose of the present information circular is to inform staff that a sabbatical leave programme will again be offered in 1998.

Objectives of the programme

2. The objectives of the programme are:

(a) To provide an opportunity for staff members to bring added value to their contribution to the Organization and to enhance their professional growth through the pursuit of studies/research projects on issues related to the work of the United Nations;

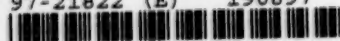
(b) To enhance dialogue and build contacts between the United Nations and other organizations and institutions engaged in related work worldwide, as well as to expose United Nations staff members to the "state-of-the-art" research and practices on issues on the international agenda.

Conditions

3. Pending the issuance of an administrative instruction on this subject, the terms and conditions of the award of a sabbatical leave will be the same as those set out in information circular ST/IC/1996/41 of 11 July 1996. Of particular importance are the following features:

* Expiration date of the present information circular: 31 December 1998.

** Personnel Manual index No. 4477.



(a) The programme is open to United Nations staff members with at least five years of service with the Organization and who are expected to serve for no less than five years after the completion of the sabbatical leave;

(b) Interested staff members are responsible for identifying the institution or organization in which they propose to carry out their studies, and for securing their acceptance by that institution or organization for the purpose of carrying out the proposed studies at a specified time, which should be during the year for which the sabbatical leave was approved;

(c) In addition to universities and independent institutions worldwide, including participating research and training centres of the United Nations University (UNU), and institutions that are members of the Academic Council on the United Nations System, study projects may also be pursued in other relevant organizations and institutions. Staff members may wish to consult the list of institutions that are members of the Academic Council on the United Nations System in annex II, and the list of participating research and training centres of UNU in annex III;

(d) The sabbatical leave will normally be approved for a period of no more than four months, during which the staff member will be asked to take annual leave for the first month and will subsequently be placed on special leave with full pay, subject to the agreement of the head of the department or office concerned.

Application procedures

4. Applicants are requested to complete the application form in annex I to the present circular and to submit it, through their respective heads of office/department, together with a proposal describing the study that they wish to pursue, to the Staff Development and Learning Service, Office of Human Resources Management, by 31 October 1997.

5. The proposal, which should not exceed four pages, should contain the following information:

- (a) Title of the study;
- (b) Field of the study;
- (c) Rationale for the study;
- (d) Relationship of the study to the work of the individual and to the work of the Organization;
- (e) Outline of topic(s) to be covered;
- (f) Study/research activities and methods to be applied;
- (g) Schedule of work of the study, with an indication of any preparatory work already accomplished;

(h) Usefulness of the expected outcome of the study and its practical implications for the individual and the Organization;

(i) Type of contribution the participant could provide to the institution or organization in which he or she is placed;

(j) Endorsement by the head of office/department responsible for the work of the applicant during the proposed study.

Applicants should indicate in the application form the name and address of the institution or organization in which they wish to carry out their study project, specifying the type of support services and facilities that the institution or organization is prepared to provide during the period of the sabbatical leave.

Review of proposals

6. All proposals will be evaluated on the basis of the following criteria:

(a) Importance of the study. The proposed study should address an issue of importance in the field under consideration and should hold potential interest for the institution or organization in which the study is carried out and for the United Nations. It should be relevant and have practical applications to the current and future work of the United Nations, and to the current or future responsibilities of the applicant;

(b) Feasibility of the proposed study. The staff member should propose a project that can be undertaken and completed within the stipulated period of the sabbatical leave;

(c) Appropriateness of the planned methodology;

(d) Quality of the proposal. The staff member should demonstrate, in his/her proposal, an awareness of the latest developments in the area of study;

(e) Suitability of the candidate, including demonstrated ability to perform independent work. The assessment will be made on the basis of:

(i) The staff member's qualifications and/or experience;

(ii) Information received from references to be provided by the applicant (see annex I, sect. B.III);

(f) Potential contribution by the staff member to the institution or organization;

(g) Expected usefulness of the completed study to the United Nations.

Selection process

7. A selection committee consisting of representatives of staff and management of the United Nations, and representatives of UNU and of the academic community will review the submitted proposals for final selection.

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8. Heads of offices/departments will be consulted by the Office of Human Resources Management to confirm the release of selected staff members. The selected staff member will then be informed and requested to accept in writing the specified conditions of the award.

Follow-up

9. In order to assess the impact of the sabbatical leave programme, participants are expected, at the end of their sabbatical leave, to present to the head of the office/department concerned and to the Assistant Secretary-General for Human Resources Management a report on the study undertaken.

Annex I

SABBATICAL LEAVE PROGRAMME

APPLICATION FORM

For the year 1998

Please complete this form and submit it to the Staff Development and Learning Service, Office of Human Resources Management, together with your study proposal, by: 31 October 1997.

A. PERSONAL INFORMATION

NAME _____ INDEX NO. _____

FUNCTIONAL TITLE/FIELD OF WORK: _____
(Attach job description)CATEGORY/LEVEL _____ TYPE OF CONTRACT _____
(If fixed-term, expiration date)

DEPARTMENT/DIVISION/OFFICE _____

DUTY STATION _____

EOD (UNITED NATIONS) _____ EOD (PRESENT DUTY STATION) _____

TITLE OF PROPOSED STUDY PROJECT _____

B. BACKGROUND

I. RELEVANT WORK EXPERIENCE. Please indicate any professional experience that enhances your ability to carry out your proposed project/study.

II. UNIVERSITY STUDIES

Degree	University/country	Area of study	Year graduated

III. RECOMMENDATIONS: Please arrange to have two letters of recommendation sent directly to the Staff Development and Learning Service, Office of Human Resources Management, by 31 October 1997. These recommendations should be provided by professionals, within or outside the United Nations, who are familiar with your work and are in a position to appraise your ability to carry out the project you have proposed and to attest to your ability to undertake independent work. In the space provided, give the names of the professionals who will be sending the letters of recommendation on your behalf.

IV. If relevant, please indicate below your teaching/research experience, including a list of your publications, if any (attach an additional sheet if necessary).

C. PLACEMENT

I. Please indicate the name and address of the institution or organization in which you wish to carry out your project. Please attach copies of any preparatory correspondence relevant to the proposed study.

II. Which of the following services/facilities, if any, is this institution willing to provide to you during the period of your sabbatical leave (circle as applicable):

- (a) Adviser
- (b) Office space
- (c) Communication facilities (fax, telephone, computer)
- (d) Other: _____

N.B. Please keep in mind that, if selected, you are responsible for finalizing arrangements made thus far and for carrying out any related administrative work.

Signature of staff member

Date

Reminder: The endorsement of the head of your department or office must be attached.

Annex II

INSTITUTIONAL MEMBERS OF THE ACADEMIC COUNCIL ON THE
UNITED NATIONS SYSTEM

American Society of International Law
American University, Center for the Global South
Arias Foundation for Peace and Reconciliation
Bishop's University, Department of Political Studies, Quebec
Brown University, Thomas J. Watson Jr. Institute of International Studies
City University of New York, Ralph Bunche Institute on the United Nations
Columbia University, School of International and Public Affairs
Dalhousie University, Centre for Foreign Policy Studies
Dartmouth College, Dickey Center for International Understanding
Defence Forces Library, The Military College - Curragh Camp, Ireland
George Washington University, Elliot School of International Affairs
Institute of World Economy and International Relations, Moscow
Institute of Social Studies, The Hague
International Cooperation Research Association, Tokyo
International Peace Academy
International Labour Organization, International Institute for Labour Studies
International Labour Organization, International Training Centre
Kyung Hee University, The Graduate Institute of Peace Studies
Monterey Institute of International Studies
Netherlands Institute of International Relations, Clingendael
New York University School of Law, Center for International Studies
New York University, Center on International Cooperation
Norwegian Institute of International Affairs
Norwegian Refugee Council
Nova Southeastern University
Ohio State University, The Mershon Center
Princeton University, Center of International Studies
Save the Children, U.S.
Syracuse University, Global Affairs Institute
The Stanley Foundation
Tufts University, Fletcher School of Law and Diplomacy

United Nations Research Institute for Social Development (UNRISD)
United Nations University (UNU)
United States Institute of Peace
University of Geneva, Graduate Institute of International Studies
University of Lund, Department of Political Science
University of Notre Dame, Joan B. Kroc Institute for International Peace Studies
University of Puerto Rico, College of Social Science
University of South Carolina, Institute of International Relations
University of Southern California, Law School
University of Ulster, Initiative on Conflict Resolution and Ethnicity (INCORE)
World Vision International
Yale University, Program in United Nations Studies

Annex III

UNITED NATIONS UNIVERSITY PARTICIPATING CENTRES

Under its Charter adopted by the General Assembly in 1973, the United Nations University (UNU) is a voluntarily funded autonomous organ of the General Assembly that engages in research, postgraduate training and the dissemination of knowledge on pressing global problems of human survival, development and welfare that are the concern of the United Nations and its agencies. UNU is organized on a networking principle. The University headquarters in Tokyo, through its Academic Division, coordinates a number of programmes and project networks. UNU research and training centres conduct in-house research and training and coordinate research and training involving institutions in many countries.

The location of specific UNU research and training activities and the respective fields of study where staff members on sabbatical leave might consider pursuing study projects at UNU include:

1. At UNU Headquarters, Academic Division, in Tokyo:

Peace and governance
Sustainable development
2. At the UNU Institute of Advanced Studies (UNU/IAS) in Tokyo:

Eco-restructuring for sustainable development
Mega-cities and urban development
Multilateralism and governance
3. At the UNU World Institute for Development Economics Research (UNU/WIDER) in Helsinki

Economics of transition
Liberalization and development in sub-Saharan Africa
Institutional and distributive issues
International finance and economic issues
Global governance
4. At the UNU Institute for New Technologies (UNU/INTECH) in Maastricht, the Netherlands:

Socio-economic implications of new technologies
